

**APPLICATION FORM**

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| **Application for the post of:** |  |
| **Location:** | Hospital and Outreach Education - Northampton |
| Cherry Tree Learning Centre - Dudley |
| **Personal Details** | |
| Surname: | First Name(s): |
| Title (Mr, Mrs, Miss, Ms) | Preferred Name: |
| Address: | Home Telephone Number: |
|  | Mobile Telephone Number: |
|  | Email address: |
| Postcode: | National Insurance Number: |
| **Current or most recent employer** | |
| Name of Employer: |  |
| Address (including postcode): |  |
| Telephone Number: |  |
| Position Held: |  |
| Date Appointed: |  |
| Salary/Wage: |  |
| Please give brief description of the main duties of the post: |  |
| Notice period required: |  |

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| **Previous employment**  You should include all paid employment, voluntary work, periods of unemployment whilst undertaking caring responsibilities since leaving education i.e. school/college/university.  You will be asked to explain any gaps. | |
| Name of employer or organisation and full address: |  |
| Job Title: |  |
| Date employed from (month/year): |  |
| Date left (month/year): |  |
| Reason for Leaving: |  |
|  | |
| Name of employer or organisation and full address: |  |
| Job Title: |  |
| Date employed from (month/year): |  |
| Date left (month/year): |  |
| Reason for Leaving: |  |
|  | |
| Name of employer or organisation and full address: |  |
| Job Title: |  |
| Date employed from (month/year): |  |
| Date left (month/year): |  |
| Reason for Leaving: |  |
|  | |
| Name of employer or organisation and full address: |  |
| Job Title: |  |
| Date employed from (month/year): |  |
| Date left (month/year): |  |
| Reason for Leaving: |  |
| Please continue on a separate sheet if necessary. | |

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| **Education and Qualifications**  Please give details of your education and any qualifications obtained. This should include any qualification which you are studying for now. You will be required to prove that you have obtained the qualifications you have listed. | |
| Secondary school / College / University / Institute | Qualifications and grades achieved |
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| Date From: | Date To: |
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| Date From: | Date To: |
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| Date From: | Date To: |
| **Training and Memberships**  Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on the job training as well as formal training courses. There is no need to mention any courses listed in section 4. | |
| Title of training programme/course and brief description: | Date completed: |
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| Membership of professional association and level: | Dates: |
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| **Supporting Statement**  Your application form is the only means we have to judge your capability and potential, and the information in it will be assessed against the criteria listed on the person specification to draw up a short list for the next stage of selection. No assumptions will be made about your experience.  Please explain below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all of the criteria on the person specification. |
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| **Additional Information** | |
| **Disabilities:**  We wish to encourage people with disabilities to apply for jobs.  If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post, you will receive an interview.  You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us. | |
| Please indicate if you have a disability | YES / NO |
| In relation to any disability, would you require special facilities or assistance at interview:  If yes, please give details: | YES / NO |

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| Do you have a current driving licence? | YES / NO |
| Are you able to travel freely between locations? | YES / NO |
| Do you have the legal right to work in the UK?  If yes and there are conditions attached, please specify start and finish dates | YES / NO |
| Are you related to any employee of The Skylark Partnership Trust?  If yes, please give details | YES / NO |
| If you would like us to retain your details on our files for a period of 6 months for consideration should suitable alternative opportunities arise, please indicate here: | YES / NO |

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| **Declaration of interest in private enterprise / code of conduct** |
| Skylark employees must not allow personal and/or private interests to influence their conduct as employees.  In particular, Skylark requires all applicants (and existing employees) to inform us if they have any other current employment and also if they, their partners or close relatives, have an interest in a private enterprise. If Skylark considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.  Please detail any such information below: |
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| **Criminal Convictions** | |
| Please sign the declaration below:  I understand that this post involves working with vulnerable children and requires me to give details of any criminal convictions. I confirm that I have provided the information below.  Information: | |
| Signed: |  |
| Date: |  |

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| **References**  References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of 2 referees (not relatives or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further references if necessary. | |
| **Referee 1** |  |
| Name: |  |
| Position in Organisation: |  |
| Address (including postcode): |  |
| Email: |  |
| Telephone number: |  |
| May we contact this referee if you’re shortlisted? | YES / NO |
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| **Referee 2** |  |
| Name: |  |
| Position in Organisation: |  |
| Address (including postcode): |  |
| Email: |  |
| Telephone number: |  |
| May we contact this referee if you’re shortlisted? | YES / NO |

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| **Declaration** | |
| I declare that the information I have provided is a complete and true statement.  I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then Skylark will be entitled to withdraw any offer of employment or terminate any contract of employment.  I understand that this post requires an enhanced Disclosure and Barring Service check.  I understand that the information provided on this application form will be used to form the basis of a personnel form and a computerised personal record should any offer of appointment be made.  *Privacy notices regarding data protection can be found on the website* [*www.skylarkpartnershiptrust.co.uk*](http://www.skylarkpartnershiptrust.co.uk) | |
| Print Name: |  |
| Signed: |  |
| Date: |  |